

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE:	ASSOCIATE DIRECTOR - COMMUNITY DEVELOPMENT
CLASS CODE:	2041
FLSA STATUS:	EXEMPT
SUPERVISORY STATUS:	SUPERVISOR
EFFECTIVE DATE:	12/21/2014 (REVISED 1/8/2013 VERSION)
DEPARTMENT:	PUBLIC WORKS

JOB SUMMARY

Under general direction of the County Engineer / Director - Public Works & Community Development, oversees the various functions of Community Development.

ESSENTIAL FUNCTIONS

Supervisory / Administrative

- Supervises, plans, coordinates and directs the work of Community Development including the Utah County Fire Marshall's Office.
- Approves hiring, termination, promotion, disciplinary action, performance evaluation, training, and delegation of work for assigned personnel.
- Instructs staff on land use, planning, zoning, building inspection, business licensing, legal matters and office procedures.
- Prepares the Community Development budget. Monitors and approves purchase orders and expenditures.

Planning & Zoning

- Administers, enforces, and makes recommendations for amendments to the Utah County Land Use Ordinance and Zone Map.
- Makes presentations on county land use planning, codes, ordinances, and policy issues and receives input at public meetings.
- Serves as Zoning Administrator as required by Utah County Land Use Ordinance and acts on certificates of occupancy-zoning compliance applications.
- Attends and acts as staff lead at Board of Adjustment, Planning Commission, and Board of Commissioners meetings to provide input and implement decisions.
- Coordinates efforts with state and federal agencies on flood insurance programs, utility projects, geologic hazard projects, and U.S. Census data.
- Prepares and maintains the Utah County General Plan and makes recommendations for amendments to the same.
- Conducts field surveillance and investigations and takes action against violations of zoning, subdivision, building, or business regulation ordinances by writing reports, sending citations, and filing requests for legal action.
- Administers, completes and approves building permits, business licenses, preliminary zone clearance and all other land use applications.
- Maintains planning information files, maps, GIS data dealing with planning, zoning, natural hazards, and flood plain and draws and amends maps.
- Maintains repository of census documents and maps and provides local input on census tract boundaries, annexation, changes in city boundaries, and other map related census functions.
- Supervises advanced planning studies, field and library research and analyzes data.

- Oversees preparation of the agenda and associated documents including staff reports, public notices, and individual property notifications for appeals to the Utah County Planning Commission and Utah County Board of Adjustment on a monthly basis or as required.

Building Inspection

- Supervises the activities of the Utah County Building Official.

Fire

- Supervises the activities of the Utah County Fire Marshal.

KNOWLEDGE, SKILLS, AND ABILITIES

Working Level Knowledge of:

- Public administration, supervisory techniques, and budgetary procedures.

Considerable Knowledge of:

- The laws, regulations, and procedures of planning and zoning administration.
- Permit and licensing issuing and state enabling law.

Skill in:

- Utilizing GIS, desktop publishing, spreadsheet, word processing, and database software.
- Designing and drafting maps for printing and professional presentation.
- Technical writing and oral presentations.

Ability to:

- Maintain cooperative working relationships with those contacted in the course of work activities.
- Communicate effectively verbally and in writing.
- Effectively supervise.

PHYSICAL DEMANDS

Typically: sits at a desk or table.

Regularly: walks, stands, or stoops; drives a motor vehicle; works for sustained periods of time maintaining concentrated attention to detail; distinguishes between shades of color.

Occasionally: lifts or otherwise moves objects weighing up to 50 pounds.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

WORKING CONDITIONS

Work is typically performed in an environmentally controlled room, but is occasionally performed outdoors including in hot, cold, or inclement weather. Incumbent is exposed to possible bodily injury while performing field work.

EDUCATION AND EXPERIENCE

Master degree in City and Regional Planning or a related field which includes course work in natural sciences, and four (4) years of work experience performing civic planning activities. Equivalent combinations of

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education and experience may also be considered. Preference may be given to qualified applicants with supervisory experience.

LICENSING AND CERTIFICATION

Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within 60 days of employment.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.